

AVONDALE CITY COURT • 11325 W. CIVIC CENTER DR. • AVONDALE AZ 85323

Phone (623) 333-5800 • Fax (623) 333-0580 • www.avondale.org

Monday thru Thursday • 7:00 a.m. to 6:00 p.m. • Closed on **Fridays and Legal Holidays**

Si necesita ayuda en Espanol, favor de llamar al 623 333-5800 y oprima el #2,

PLEASE READ THESE INSTRUCTIONS CAREFULLY AND READ BOTH SIDES OF TICKET THOROUGHLY on your ticket. If you plan to personally appear at the court and you want to come in before your court date, please wait at least ten (10) business days from when you received the ticket.

IF YOU FAIL TO APPEAR for a criminal violation a warrant will be issued for your arrest. These actions will be reported to the Motor Vehicle Division, which could affect your right to drive or re-register your vehicle.

IMPORTANT

IF YOU HAVE BEEN CHARGED WITH A CRIMINAL OFFENSE, THE PERSON CHARGED MUST APPEAR AT THE AVONDALE CITY COURT ON THE DATE AND TIME SPECIFIED ON THE TRAFFIC TICKET AND COMPLAINT.

When you are charged with a civil traffic violation, you may have **three options**:

1. **Attend a Defensive Driving School class to have one moving violation dismissed.**
2. **Deny Responsibility - Request hearing.**
3. **Pay the Fine by phone, online or mail.**

If you do not complete option 1 or option 3 before the court date listed on your citation, **YOU MUST APPEAR IN COURT ON THE LISTED DATE**. Failure to respond to the citation may result in suspension of your driving privileges, referral to a collection agency, and imposition of additional monetary penalties. If you need special accommodations for your court appearance due to a disability, call the number listed above as soon as possible.

OPTION 1 – ATTEND DEFENSIVE DRIVING SCHOOL

If eligible to attend a defensive driving course for diversion you may only attend a Supreme Court Certified School. You must contact an accredited school **within seven days** of receiving your traffic ticket and **verify with the school to determine eligibility**.

You must complete the class **seven days** before the court appearance date written on the traffic ticket. The school will give you the cost of their course. Have your copy of the ticket ready when you call to schedule a class. *If you complete the class in person at least 7 days before your court date, or complete the online class, at least 17 days before your court date*, the charge will be dismissed and no conviction will appear on your driving record.

You are not eligible to attend if you have a commercial driver's license (CDL). You are eligible to attend class if:

- The violation code on your ticket is listed as "eligible" (found on the reverse side of this page under Moving Violations.)
- You have not attended a Defensive Driving Program for a dismissal of a charge received in the State of Arizona within the past two years from the date of violation. (The school can tell you when you last attended.)
- The citation was not issued as a result of an accident that resulted in a fatality or serious physical injury;
- You have not paid the ticket or requested a hearing.

Registration Instructions: Call 1-888-334-5565 (automated response only) or visit <http://www.azcourts.gov/driveschoolinfo/> to determine which defensive driving school you may attend and what the fee is for the school. If you need special accommodations for a defensive driving class, please notify the school's registration personnel at the time of your registration.

IF YOU HAVE ADDITIONAL CHARGES regardless of what you understand the officer or driving school to have told you, you must appear in court to address them on the court date listed on the ticket. Failure to do so may result in the entry of judgment against you, additional fees and charges and the suspension of your right to drive and inability to re-register your vehicle.

OPTION 2 – DENY RESPONSIBILITY – REQUEST HEARING

Request a civil traffic hearing to contest the violation(s). You will have an opportunity to present evidence and have witnesses testify on your behalf. If you are found responsible, the fine(s) are due in full by 6:00 p.m. on the day of the hearing. Complete the following steps and mail.

If you request a hearing, you will not be able to attend the defensive driving school.

Circle the letter for each charge you wish to contest:

A B C D E

Read and sign the following statement: I enter a plea of not responsible and request a hearing for the violation(s) circled.

Your Signature OR Parent/Guardian Signature (required if under 18) Date

Print Name

Street Address

City

State

Zip Code

Daytime Phone Number

Mail, fax, or deliver this form to the Court at least five working days prior to the court date listed on your ticket. A hearing/trial will be scheduled and you will be notified, by mail at the address you provide, of the date and time you must appear. Be prepared to present your defense (testimony, witnesses and physical evidence.)

If you fail to respond or appear on a civil violation, you will be found responsible, by default, the MVD will be notified, a fine and default fee will be imposed and your right to drive may be suspended, and you will be unable to register your vehicle. Additional fees and costs may be assessed. If you fail to appear on a criminal violation, a bench warrant will be issued, and you will be assessed a \$150.00 warrant fee and your failure to appear will be reported to MVD.

OPTION 3 –PAY THE FINE BY PHONE, ONLINE OR MAIL

If you exercise this option, the conviction may appear on your driving record and you will waive your right to a hearing and to appeal the conviction or sanction. The Avondale City Court is required to report convictions for moving violations and no insurance violations to the Motor Vehicle Department, which may then impose additional consequences upon your driving privileges. To enter a plea of responsible and pay online without appearing in court, simply go to the City of Avondale Webpage www.avondale.org and click on City Departments •City Court •Pay your Fine and follow the instructions provided. If you pay online using Visa, MasterCard or Discover Card, a convenience fee of \$1.50 will be charged.

You may also enter a plea of responsible either:

- **in person** by appearing on the court date listed on your citation; or by appearing before your court date on a Tuesday at 8:30 am; OR
- **in writing** by completing and signing this document and filing it with the court before your court date

If you exercise this option, the law requires you **to pay the sanction amount(s) in full at the time you plead responsible**. Unpaid fines and fees are reported to (FARE) a Collection Enforcement Program and (TIP) Tax Interception Program which assess additional fees and costs.

To request payment plans, show proof of insurance or registration, or show proof of a child car seat you must:

- **appear in person** on the court date listed on your citation OR
- **appear in person** on any Tuesday at 8:30 am to see the judge prior to your scheduled court appearance.

IF YOU WISH TO PLEAD RESPONSIBLE WITHOUT APPEARING IN COURT, complete the following information, file this card with the Avondale City Court, and pay your fines in full before the court date listed on your citation. Filing by mail or the court's 24-hour drop box is permitted. **YOU MAY NOT SELECT THIS OPTION AFTER THE COURT DATE LISTED ON YOUR CITATION HAS PASSED.**

Name: _____ Date of Birth: _____

Address: _____ Phone: _____

Complaint Number (located in the upper left corner of if an E-citation the 14 digit number on the upper right): _____

Sanctions (Mark the box and write the fine amount listed for each violation to which you wish to plead responsible):

- ☐ A: \$ _____
☐ B: \$ _____
☐ C: \$ _____
☐ D: \$ _____
☐ E: \$ _____

Method of Payment:

Money Order Personal Check* Cash (In Person Only, DO NOT MAIL or Use Drop Box)

☐ MasterCard ☐ VISA ☐ Discover

Card No. _____ Expiration Date: ____/____

Signature of Card Holder _____

Credit cards are accepted on the court website and at the court, convenience fees applied.

Total*\$ _____ + \$19.00* = \$ _____ ***A one-time per case mandatory fee must be included.**

***NOTE: IF A CHECK, MONEY ORDER OR ELECTRONIC PAYMENT IS RETURNED FOR NON-SUFFICIENT FUNDS, A\$25.00 NSF FEE IS ASSESSED IN ADDITION TO THE \$100 DEFAULT FEE AND \$20.00 TIME PAYMENT FEE.**

I hereby waive my right to a hearing /trial and to attend driving school and agree to enter my plea of responsible/guilty to the violation(s) marked above. Read the following statement and sign below:

Defendant's Signature _____ Date: _____

Parent Signature (required if defendant is under 18) _____ Phone No. _____

CITY CODE PARKING VIOLATIONS (OPTION 2 AND 3 ONLY)

CITY CODE PARKING VIOLATIONS

23-57, 23-62a, 23-62c, 23-62d, 23-63a1-15, 23-63b, 23-63c & 23-63d1-3, 23-70a, 23-70b, 23-70 c **\$105.00**
23-66a, 23-68a1-3, 23-68 b **\$206.20**

ALL CITY CODE FINES MUST BE PAID WITHIN 30 (Thirty) DAYS AND SUBJECT TO A MANDATORY \$19 COURT ENHANCEMENT FEE PER CASE.

CITY CODE PARKING DISCOUNT OPTION: If the violation is paid within 15 days of the issuance of the **city code parking violation**; the sanction is reduced by \$15.00. **REQUEST FOR HEARING:** If you want to challenge the ticket you may request a hearing in writing. Hearing date will be mailed to you therefore you must provide the court with your current address.

MISCELLANEOUS CITY CODE VIOLATIONS

17-13 thru 17-16 \$124.50
17-31a, 17-31b, 17-31c and 17-31d \$124.50

CIVIL TRAFFIC SANCTION SCHEDULE

To determine the presumed fine amount, please find the “Violation Code(s)” listed on your citation on the graph below. Mandatory surcharges are included in these amounts. A one-time mandatory \$19.00 fee per case must be included. This schedule is provided as a means of avoiding an “in person” court appearance. If the law you have been charged with violating is not listed below, you must appear on the date and time indicated on your citation. **All violations involving an accident with Serious Physical Injury MUST APPEAR in Court.**

Violation Code	Fine Amount:	Violation Code	Fine Amount:	Violation Code	Fine Amount:
*28-448	\$133.00	*28-701(E)	\$168.00	28-898.1.1	\$223.00
*28-644	\$168.00	28-702.01A	\$ 60.00	*28-903 to 904, 906	\$168.00
*28-645	\$218.00	*28-702.01C	\$168.00	*28-905	\$133.00
✓ 28-645A3A	\$218.00	*28-702.04B	\$168.00	28-907A,B (child car seat)	\$ 83.00
28-645 A2B & A3D	\$ 78.00	*28-704 to 706	\$168.00	28-909 (seat belts)	\$ 51.50
*28-646	\$168.00	*28-721 to 736	\$168.00	28-921 to 28-954	\$133.00
28-646 A2 & B	\$ 78.00	*28-751 to 755	\$168.00	28-955	\$223.00
✓ 28-647.1	\$168.00	*28-771 to 776	\$168.00	28-956 to 28-965	\$133.00
*28-647.2	\$168.00	28-792 to 796	\$ 78.00	28-981	\$133.00
*28-651	\$168.00	28-797F, G (not H ✓ or I ✓)	\$168.00	28-1091 to 28-1098	\$218.00
*28-701A(accident)	\$168.00	✓ 28-797(H, or I)	\$241.50	28-2152C	\$223.00
**28-701A (speeding)		28-811 to 817 (except 815D)	\$ 78.00	28-2008 to 2060, 28-2153	\$133.00
(**) Amount of fine for speeding:		*28-815D	\$168.00	28-2155 to 2164	\$133.00
0 to 09	\$218.00	*28-851 to 856	\$168.00	28-2322	\$218.00
10 to 15	\$238.00	28-857A	\$493.00	28-2354 & 28-2512	\$223.00
16 to 20	\$253.00	28-871A to 28-874	\$ 78.00	28-3151 to 28-3157 , 28-3475	\$133.00
21 to 29	\$308.00	28-884A	\$128.00	28-3512J	\$493.00
30 to 39	\$391.00	28-891 to 28-897	\$168.00	28-4139A (cannot be reduced)	\$523.00
40+	\$493.00				

(*) Eligible for **Defensive Driving School**.

(✓) Upon conviction, MVD will require you to complete TRAFFIC SURVIVAL SCHOOL in addition to paying fines. Failure to attend and complete the class will result in an indefinite suspension of your right to drive.

28-3169A - Driver's **License Violation** \$133.00

OR upon showing that a valid license was in effect at the time of violation, you will be found “not responsible”.

28-2532A, 28-2533 - Registration \$585.00

OR appear on listed court date with proof of registration to see the judge and request a reduced fine.

28-4135 - **No Insurance** \$953.00

A fine for a first offense is **\$953** and the MVD will suspend your driver's license. If the vehicle was insured at the day and time of the ticket, if you provide proof, the violation will be dismissed. If the vehicle was not insured at the time **YOU MUST APPEAR IN COURT**. If you bring into court proof that you have purchased a 6 month policy of new insurance, and a copy of your driving record from MVD showing that you have not had a previous insurance ticket in the last 24 months, or only one insurance ticket within 36 months, the fine can be greatly reduced and you could avoid the suspension.

28-3473, 28-701.02, 28-2152 -

Must appear

These are criminal offenses. You must appear on your court date or a warrant could be issued for your arrest and other consequences could result.

FREQUENTLY ASKED QUESTIONS:

1. **How do I change or extend my court date?** File a **written request** with the court prior to your court date. Requests are only granted for good cause. Filing is permitted in person, by mail, and by fax, 623 333-0580. Include your current address and phone number, the complaint number, and the reason for your request. If you do not receive a new court date, you must appear on the date and time originally scheduled.
2. **I missed my court date; what should I do?** Contact the court immediately.
3. **I have proof of insurance / registration / car seats / equipment repairs; how do I present this?** Appear in person on the court date listed on your citation OR appear on any Monday or Tuesday before your court date at 8:30 a.m. or 1:30 p.m. Bring the items with you.
4. **How can I get a payment plan?** Appear on the court date listed on your citation OR appear on any Monday or Tuesday before your court date at 8:30 a.m. or 1:30 p.m. A \$20 time payment fee will be added if a payment plan is authorized.
5. **May I attend Defensive Driving School if I have A Commercial Driver's License?** No. Recent State Law changes prevent those with a CDL from attending Defensive Driving School.
6. **May I pay my fine using the internet?** Yes, provided the fine amount is listed above. Visit www.avondale.org/court and follow the instructions.
7. **How soon may I appear in court after receiving my ticket?** You must wait at least 7 days from the violation date to appear in court.
8. **If I am under 18 years of age and I want to appear in court, do I have to bring a parent to court with me?** Yes.
9. **My court date is on a Saturday, Sunday, or holiday. Now what?** You must appear on the following business day at the time indicated.